



# FIREARMS AND ARCHERY RANGE RECREATION PROGRAM: *Policies and Project Selection*

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JANUARY 31, 2003

***IAC's Mission***



*...Is to foster the protection and enhancement of Washington's natural and outdoor recreation resources for current and future generations. We do this through funding, technical assistance, research and policy development, coordination, advocacy, and encouraging long-term stewardship. Our service reflects a commitment to public participation, openness, fairness, and efficiency.*

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## SECTION 1 — PROGRAM & POLICIES DESCRIPTION

**INTRODUCTION** In 1988 the state legislature created the Firearm Range Committee to assess the needs of law enforcement, sports groups, and the general public for archery ranges and shooting facilities (*RCW*<sup>1</sup> 79A.25.720). In 1990, the committee submitted a report that identified a need for a program and fund source to acquire, develop, and renovate shooting and archery ranges and facilities.

In response, in 1990, the legislature created the Firearms Range Account. Administered by the Interagency Committee for Outdoor Recreation (IAC), a portion of the money collected from the sale of concealed pistol licenses supports the Firearms and Archery Range Recreation (FARR) Program.

(*RCW* 9.41.070).

This manual provides definitions and other basic information on procedures and guidelines used in this program.

**Program Goal** The FARR Program's primary goal is to assist with acquisition, development, and renovation of firearm and archery range facilities to provide for increased general public access to ranges. This includes access by:

- Law enforcement personnel
- Members of the general public with concealed pistol or hunting licenses
- Those enrolled in firearm or hunter safety education classes.

**Eligible Applicants** FARR Program funds are available to nonprofit shooting organizations (page 7), school districts, and state, county, and local governments.

*RCW* 79A. 25.210

Certain municipal corporations, such as port districts, park and recreation districts, public utility districts, etc., may be eligible if legally authorized to develop and maintain recreation facilities.

**Manual Authority** Authority for the policies in this publication is found in *RCW* 79A. 25.210, 79A. 25.220, 79A. 25.230, and Title 286 *WAC*<sup>2</sup>. IAC's board adopted these policies in a public meeting.

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<sup>1</sup> *RCW* — *Revised Code of Washington*, laws enacted by the legislature.

<sup>2</sup> *WAC* — *Washington Administrative Code*, rules adopted by state agencies, often to implement a statute.

**Firearms Range  
Advisory  
Committee**

RCW 79A. 25.220 created an advisory committee to counsel IAC on FARR matters. This Committee provides advice to IAC regarding program policy and procedure, and to staff and project applicants on technical elements and the merits of project proposals. It also sits as an evaluation team to rank grant requests for IAC's board.

IAC's Director appoints Committee members from the following groups for two year terms:

- Archery sports
- Black powder sports
- General public
- Hunter education
- Hunters
- Law enforcement
- Pistol sports
- Rifle sports
- Shotgun sports
- Washington Military Dept.

IAC's Director may appoint ex officio members to the Committee to provide additional representation and expertise.

**INFORMATION  
SOURCES**

IAC encourages anyone interested in its programs to contact its staff at:

Natural Resources Building	Phone (360) 902-3000
1111 Washington Street, Floor 2 East	FAX (360) 902-3026
P.O. Box 40917	TDD (360) 902-1996
Olympia, Washington 98504-0917.	E-mail: <a href="mailto:info@iac.wa.gov">info@iac.wa.gov</a>
	<a href="http://www.iac.wa.gov/">http://www.iac.wa.gov/</a>

**Programs,  
Schedules**

Each January, IAC publishes a description of its grant programs. This brochure outlines basic program information such as available funding, grant limits, eligible sponsors, and important dates. Additionally, IAC publishes schedules annually for all of its grant programs. Each identifies important deadlines, meeting dates, and locations.

**Related  
Publications**

Depending on the type of project submitted, and the stage in the grants cycle, program participants should be familiar with these IAC manuals:

- *Acquiring Land: Policies* - #3
- *Development Projects: Policies* - #4
- *Application: FARR* - #5f
- *Funded Projects: Policies & the Project Agreement* - #7
- *Reimbursements: IAC/SRFB Grant Programs* - #8.

In addition, WAC 286-04, 286-06, 286-13, and 286-30 establish administrative rules for the FARR Program.

Contact IAC to obtain copies of these free publications. Each can be made available in an alternative format.

## Workshops

In the winter and/or spring of each year, IAC conducts workshops to provide information about its funding programs. The first series of workshops provide general program information and application requirements. The second workshop series is an orientation for successful applicants and covers such information as basic responsibilities, fiscal requirements, and Project Agreements.

Facility managers certify all IAC meeting sites as barrier free according to federal *Americans With Disabilities Act* or WAC 51.30.1100 standards. To request other disability accommodations, such as listening aids and/or alternative format handout material, contact IAC at least 14 days before the event.

## GENERAL POLICIES

### Legal Requirements

All FARR Program fund recipients must:

*RCW 79A. 25.210 & IAC policy*

- Match all IAC funds granted as follows –
  - ▷ For noise abatement or safety improvement projects or project elements, match at least “one dollar in value for each two dollars of the grant” (33 percent match required).
  - ▷ For all other projects or project elements, match at least "one dollar in value for each one dollar of the grant" (50 percent match required).

A sponsor's matching contribution may include cash, donated land, labor, materials, or equipment use. Existing sponsor assets, including real property and developments, shall not be used as the match.

- Exercise operational and management practices that allow for the inclusion of all segments of the population.
- Regularly open usable facilities for –
  - ▷ Law enforcement personnel *or*
  - ▷ The general public who possess Washington concealed pistol or hunting licenses *or*
  - ▷ Persons enrolled in hunter safety or firearm safety classes.
- Regularly provide the facilities at no fee to hunter safety *and* firearm safety classes, *except* that archery ranges need not be open to firearm use.
- Repay "the entire grant amount... if use of the range facility is discontinued less than ten years after the grant is accepted," that is, from the date of the last IAC reimbursement.

Further, the statutes require that "Government units and school districts *applying for grants* must open their range facility on a regular basis for hunter safety education classes and firearm safety classes." [Emphasis added.]

**Funding Priorities** IAC gives funding preference to projects that have specific features. This preference is shown in the evaluation instrument that places a high priority on projects that excel by:

- Filling a real *need*
- Contributing to the *safety* and/or *noise reduction* of a range facility
- Adhering to high *design* standards
- *Expanding* and/or *renovating* existing shooting facilities
- Providing for legislatively *mandated users* (license holders, hunter/firearm education, or law enforcement)
- Providing regular and convenient hours for *public use*
- *Reducing threats* to the availability of a FARR opportunity
- Presenting a *budget* that appropriately estimates and explains costs
- Bringing a high proportion of *matching value* to the project (cash, goods, services, etc.).

**Public Use** *Providing for Public Use.* Projects assisted with FARR Program funds must provide for public use. “Public use” means that the general community (for example, persons not affiliated with the applicant’s organization) has access to the shooting facility. Competitive events that require participants to be certified prior to use do not meet IAC’s definition of public use. See evaluation question #9.

*Minimum Availability.* Assisted projects will be open for public use a minimum 8 hours each month. This assumes the facility is *open for other uses* at least 8 hours per month. In months when the facility is available for other uses less than eight hours, it will be open to the public the same number of hours that it is open for other purposes.

*Notices.* Information regarding facility availability to the public must be easily accessible *and* included whenever hours of operation are provided.

**Project Agreement** IAC typically awards grants every two years through a competitive process. Successful applicants must sign IAC’s Project Agreement to become eligible sponsors. The provisions of this Agreement remain effective for 10 years from the date of IAC’s last reimbursement to the sponsor.

After approval of funding, and before executing a Project Agreement, IAC’s Director may request additional information. After the applicant supplies this information, IAC sends the Agreement.

**Conversions** In all cases, IAC monitors projects for compliance with the Agreement. If IAC finds that the sponsor is out of compliance within 10 years of the last reimbursement, a “conversion” can be declared. When a conversion occurs, IAC can require a sponsor to compensate the program in specific ways, including:

- Pay back the entire grant amount to the firearms range account if —
  - ▷ The use of the range facility is discontinued,
  - ▷ The nonprofit organization sponsor fails to maintain nonprofit or not-for-profit status,



- ▷ The sponsor fails to maintain proper liability insurance.
- ▷ Replace each converted element with similar land or facilities — the replaced elements must be of at least equal value, usefulness, and location.

Conversions are explained in more detail in Manual 7, *Funded Projects: Policies and the Project Agreement*.

**Funds Must Augment**

IAC intends that FARR Program funding enhance the capabilities of range providers. It is designed to achieve results that would not be possible without state funding. Therefore, it shall not replace any funding that would otherwise be available. (RCW 79A.25.210) ¶2

**Fund Assistance Limits**

While an applicant may submit more than one application, IAC's contribution to any single application will not exceed \$50,000. Each application is confined to a single site. See page 8 for limit on planning, permits, engineering, and construction supervision.

**Phased Projects**

Sponsors may phase larger proposals into two or more "stand alone" projects. Staged projects are subject to the following:

- ▷ Approval of any single stage is limited to that stage; no endorsement or approval is given or implied toward future stages.
- ▷ Each stage must stand on its merits as a viable project.
- ▷ Each stage must be submitted as a separate application.
- ▷ Progress on earlier stages is considered by IAC when making decisions on current projects.

**Public Hearing/Meeting Requirements**

IAC's role is to assist in funding grant proposals and *not* to act as a hearings board before whom land use issues are argued. IAC's intent is that all proposals, to the extent possible, have the support of the local community and be ready for implementation to ensure the maximum benefit is gained from FARR funds.

For this reason, IAC's funding session should not be the first public meeting in which the interested parties have a chance to express views on your project. IAC requires applicants to hold at least one public hearing (governmental applicants) or an advertised, open public meeting (nonprofit organizations). Specifically, applicants must conduct hearings/meetings if their projects will:

- ▷ Buy or develop a range facility where none currently exists, or
- ▷ Result in a substantial new external impact on the surrounding area.

Whenever possible, IAC encourages applicants to meet these requirements in as convenient a manner as possible. For example, applicants may combine the FARR public meeting with other meetings that may have been scheduled.

Applicants must provide a minimum of 10 days' notification to all persons who may reasonably be expected to have an interest in attending. After the hearing/meeting, applicants must provide IAC with a *Public Hearing/Meeting Certification* (see *Application: FARR*, Manual 5f). This must be completed by the FARR Program's technical completion deadline announced by IAC's

Director each grant cycle.

**Universal, Barrier-Free Access**

Sponsors must ensure that all facilities developed with IAC funds meet barrier-free standards. Several laws and codes provide construction designs to meet these standards (Americans With Disabilities Act, State Building Code: Accessibility, Rehabilitation Act of 1973, etc.). FARR Program facilities not specifically covered by these laws and codes are not exempt from barrier-free access. Sponsors must, to the highest degree reasonable, make project elements accessible. To this end, applicants should refer to IAC's "Universal, Barrier-Free Access" policy in Manual 4, *Development Projects: Policies*.

**User Fees and Charges**

User or other fees may be charged for areas and facilities acquired and/or developed with FARR grants, *except* that no facility fee shall be charged for firearm or hunter safety classes. See IAC Manuals 4 and 7, *Development Projects: Policies* and *Funded Project: Policies and the Project Agreement* for further information regarding fees and charges.

**Liability Insurance**

Throughout the sponsor's obligation to the project (a minimum of ten years from final reimbursement) each project sponsor must carry liability insurance appropriate to pay all successful claims. The coverage shall be at least one million dollars for the death or injury to any person. The policy must insure by name Washington State, IAC, and IAC's members. The policy must require the insurer to give IAC at least thirty days' notice before cancellation by the insurer, and no more than ten days' notice following termination by the insured.

The project sponsor may use either its funds, or FARR grant funds, or a combination thereof, to pay premiums on this policy. Payment of liability insurance is limited to two years per project.

No person or organization may look to IAC to recover a claim due to this requirement. That is, if death, injury, or damage to property at or near the FARR facility occurs, claimant(s) must look to the project sponsor or others for recovery.

**Developments — Control and Tenure**

An applicant must establish that it has adequate control over any land to be developed. This must include one of the following:

- Fee title
- Lease
- Easement.

The application must identify all outstanding rights or interests held by others in the land to be developed. If any outstanding rights later prove to be incompatible with public use of the site, the sponsor must remedy the situation to IAC's satisfaction. This includes replacing any facilities developed with FARR program funds with other facilities of at least equal value, use, and location. This must be done at no cost to the FARR Program.

The applicant must provide evidence that the following conditions have been satisfied when proposing a development on leased land:

- At least 10 years remain on the lease from the date of IAC's last

- reimbursement
- The lease is not revocable at will
- The development and its intended uses are consistent with and legally permissible under the conditions of the lease.

## ELIGIBILITY POLICIES

This section provides information on applicants, projects and costs eligible for funding.

### Nonprofit Organizations

As indicated on page 1, eligible applicants include nonprofit shooting organizations. Such organizations must:

- Be registered with the State of Washington as a non-profit.
- Name a successor (see below) at the time of any change in organizational status (for example, dissolution), in accordance with state law.
- Have been active in shooting related activities for at least one year.
- Not discriminate on the basis of age, disability, gender, income, race, or religion. For example, “boys only” or “girls only” organizations are not eligible to apply for grants.

IAC’s intent is that non-profit project sponsors maintain non-profit status. Since this is not always possible, a successor organization must agree in writing to assume any on-going project responsibilities, should the original organization’s status change. The responsibilities are identified in the Project Agreement. A qualified successor is any party eligible to apply for FARR funds *and* capable of complying with Project Agreement responsibilities.

### Eligible Projects

IAC's Director may declare elements not listed as eligible if they help meet FARR Program goals (page 1).

***Land Acquisition Projects.*** Sponsors may acquire real property in fee title, free and clear of underlying liens. Lesser interests, such as significant leases (at least 10 years) and easements, may also be acquired.

***Development Projects.*** IAC funds may be used to develop and/or renovate range facilities. This includes fixed structures related to range use and management, safety, environmental, accessibility and noise abatement. The following project elements are eligible:

- Closed circuit TV for security
- Clubhouses
- Duck towers
- Fencing
- Indoor ranges
- Lighting
- Picnic shelters
- Rest rooms
- Roads, paths, parking
- Safety baffles
- Shooting stands
- Signs
- Site preparation, landscaping
- Skeet houses
- Target holders, bullet traps
- Utilities.

- Ineligible Projects** Projects *not* eligible for FARR Program funding include those:
1. Involving only planning, design, operation or maintenance of range facilities
  2. On property bought under a conditional sales contract, unless the project sponsor has title to the property
  3. With deed provisions that have a significant negative impact on public recreational use of the property
  4. That unfairly discriminate among users
  5. With areas or facilities that have exclusive lease privileges
  6. Project involving liability insurance only.
- Eligible Costs** Costs for the following activities *are* eligible for reimbursement under the FARR Program:
1. Planning, engineering, and construction supervision including:
 

▶ Bid documents	▶ Site specific master plans
▶ Construction drawings	▶ Survey
▶ Design and engineering	▶ Testing
▶ Permits	
- Information about reimbursement limits is contained in IAC policy Manual 4, *Development Projects*.
2. Demolition and site preparation
  3. Construction costs (including bid advertising costs)
  4. Land acquisition costs:
    - a. Allowable land costs —
 

▶ Improvements, buildings	▶ Mineral rights
▶ Land	▶ Timber
    - b. Incidental costs —
 

▶ Administration (state only)	▶ Noxious weed control
▶ Applicable taxes	▶ Recording fees
▶ Appraisal & review	▶ Relocation
▶ Closing costs	▶ Signing
▶ Fencing	▶ Survey
▶ Hazardous substances review	▶ Title reports/insurance
  5. Purchase of range fixtures and capital equipment, so long as not related to operation and maintenance
  6. Liability insurance for public use of firearm and archery range and training facilities.
- Ineligible Costs** The following costs are *not* eligible for FARR Program reimbursement:
1. Expendable shooting supplies including ammunition and targets
  2. Typical operating costs including, but not limited to, salaries, benefits, operating supplies, utility costs, and insurance (*except* liability)

3. Ceremonial or entertainment expenses
4. Publicity expenses (except legal requirements for public notice)
5. Bonus payments of any kind
6. Taxes for which the organization involved would not have been liable to pay
7. Charges incurred contrary to the policies and practices of the organization involved or IAC
8. The cost of contributed materials if their value is not substantiated
9. The value of personal properties, unless specifically approved in advance by IAC's Director
10. The value of discounts not taken
11. Appliances, office equipment, furniture and utensils/tools
12. Donations or contributions made by the participant, such as to a charitable organization
13. Losses arising from uncollectible accounts and related costs
14. Planning and engineering fees in excess of the amount allowed in this grant program, unless otherwise approved by IAC's Director
15. Charges in excess of the lowest acceptable bid when competitive bidding is required, unless IAC's Director authorizes the higher costs, in writing, before the award of a contract
16. Damage judgments arising from acquisition and/or developing a facility, whether determined by a judicial decision, arbitration, or otherwise
17. Equipment to be used for the construction, maintenance, and/or operation of shooting and archery facilities such as tractors, hand tools, power tools, mowers, firearms, bows, and hearing and eye protection devices
18. Fines, penalties, interest expenses, deficit/overdraft charges, and losses from uncollectible accounts
19. Land acquisition and/or development costs incurred before execution of the Project Agreement (*except* land purchases made under IAC's written Waiver of Retroactivity).

**Noise Abatement &  
Safety Improvement  
Projects**

IAC gives a high priority to noise abatement and safety improvements. Such projects also qualify for a higher level of reimbursement (see page 3). To be eligible, a sponsor must add specific elements to an *existing facility to significantly protect surrounding non-range/FARR properties*. These elements must provide protection from auditory disturbances and projectile hazards originating on the range facility.

To qualify for this higher funding level, the applicant must identify each eligible item by the technical completion deadline. Once IAC's Director or designee concurs and IAC's board approves the item(s), they become eligible for the higher level of matching funds. The only items eligible are:

- Noise Abatement Elements —
  - ▷ Land acquisition for buffering purposes
  - ▷ Containment structures (walls, roofs, berms)
  - ▷ Insulation.
- Safety Improvement Elements —
  - ▷ Perimeter fencing
  - ▷ Land acquisition for buffer purposes
  - ▷ Projectile containment structures (walls, roofs, berms, baffles).

## PROJECT SELECTION TIMELINE

IAC FARR grants are awarded at least once each biennium. While the order of the steps in this process remain consistent each grant cycle, IAC's Director may adjust actual dates. For this reason, and since other important deadlines exist, *applicants are encouraged to obtain the full FARR Program schedule, revised before each grant cycle.*

### *January - March, Every Year*

**Workshops.** IAC conducts workshops annually to provide information about its funding programs. These sessions are typically held in the winter and/or spring of each year in several state locations. Scheduling is usually completed in early January. Call for information about dates and locations.

### *March 1, Odd Years*

**Letter of Intent Form Due.** Each applicant should inform IAC of its intent to submit an application by sending in a completed and non-binding *Letter of Intent* form. While alerting IAC to the presence of a probable grant request, the form also enables IAC to send interested parties information on the latest procedures, deadlines, and grant materials. Call for a copy of the form.

### *May 1, Odd Years — Application Due!*

**Application Material Deadline.** On submission of grant application, each applicant is assigned an IAC project manager. This manager assists applicants through the project selection process. **Applications received after the deadline will be returned unless previous arrangements have been approved by IAC's Director.**

### *August, Odd Years*

**Project Review Meeting.** This meeting gives applicants an opportunity to describe their proposal to the Firearms Range Advisory Committee in advance of project evaluations. The Advisory Committee, in turn, provides opinions on both the strengths and weaknesses of the proposal. Applicants then have an opportunity to consult with IAC staff to determine what, if any, changes may be desirable to improve the project.

### *October, Odd Years*

**Project Evaluation Meeting.** Applicants present their projects to the Firearms Range Advisory Committee for scoring. The resulting ranked list of projects is the foundation for IAC staff's funding recommendation to IAC. The evaluation instrument beginning on page 17 is the basis for scores.

### *December, Odd Years*

**IAC Approves Funding.** IAC makes funding decisions in an open meeting where public testimony is encouraged. At this meeting, IAC staff summarizes all projects. Applicants are encouraged, but not required, to attend.

### *Winter, Odd Years*

**Successful Applicants' Workshop.** This orientation is for successful applicants. It covers such information as basic responsibilities, fiscal requirements, and Project Agreements.







## SECTION 2 – PROJECT SELECTION

### INTRODUCTION

*More than one-half million individuals hunt or shoot a firearm or bow in an average year in Washington State... one out of every nine residents.... Firearm Range Committee: Final Report, 1990. The firearms range account... shall be used for purchase and development of land, construction or improvement of range facilities, including fixed structure construction or remodeling, equipment purchase, safety or environmental improvements, noise abatement, and liability protection.... RCW 79A.25.210*

**A Challenging Process.** IAC's grant programs involve an open, highly competitive process. They rely heavily on an applicant's ability to present projects to an advisory body that, in turn, makes funding recommendations to IAC. To do well, it is important to prepare!

The Firearms Range Advisory Committee, comprised of 10-14 members qualified to judge projects, will score your proposal. This is a hard-working, dedicated volunteer group chaired by a non-voting IAC staff member.

Team members use the criteria that follows each evaluation question, even though final interpretation is at their discretion. Structure your remarks around these criteria. More information about graphic requirements and project presentations is shared at the Application Workshop and Project Review Meeting.



## Evaluation Criteria

FARR Program Criteria Summary				
Scoring	Number	Item	Mult/Mx	A/D
Team	1	Need	3/15	A/D
Team	2	Immediacy of threat	2/10	A
Team	3	Project design	2/10	D
Team	4	Impact on surrounding property*	1/5	A/D
Team	5	Expansion/renovation	1/5	A/D
Team	6	Health & safety	3/15	A/D
Team	7	Budget development	1/5	A/D
Team	8	Mandated uses	2/10	A/D
Team	9	Public access	3/15	A/D
Team	10	Need satisfaction	2/10	A/D
IAC Staff	11	Applicant match	-/5	A/D
IAC Staff	12	GMA preference	-/0	A/D
TOTAL POINTS POSSIBLE – Existing sites			95	A or D
New sites			90	A or D

### KEY:

Team = Criterion scored by the evaluation team

IAC Staff = Criterion scored by IAC staff

Number = Item number

Item = Criteria title

Mult/Mx = *Multiplier* and *maximum* points possible for this criterion.

A/D = Criterion applicable to either acquisition or development project

\* Applies only to qualified existing sites and projects certified as qualifying for a higher funding level. See question 3.

Firearms and Archery Range Recreation Program

**SCORING CRITERIA**

**TEAM SCORED**

**1. NEED. To what extent is this type of FARR project needed in the service area?**

This question measures the *need for this type* of project. (It is closely related to question #10, which measures how well this proposal actually fulfills this need.) Begin by displaying a graphic that describes the area to be served by this project. (That is typically the area from which about 80 percent of the facility's users will come.) Considerations:

- ▶ What are this area's range needs and how reliable is the support information?
  - ▶ What is the role of safety and/or noise related to the stated need? Explain.
  - ▶ What is the service area's population, estimated growth, and what major annual range events currently take place?
  - ▶ Within the service area of this project, what related opportunities exist? Describe.
- a. *Insufficient or no evidence presented.*..... (0 points)
  - b. *Limited or modest need.*.....(1-2 points)
  - c. *Moderate to above average need.*..... (3 points)
  - d. *Unusually high to urgent need.*.....(4-5 points)

Evaluators award a maximum of 5 points which is later multiplied by 3.0.

Revised December 2002.

ONLY answer question #2 if IAC has designated your project as "acquisition." If in doubt, call your IAC project manager – 306/ 902-3000.

## TEAM SCORED

### 2. THREAT IMMEDIACY. To what degree will implementation of this proposal reduce the impact of a threat to the future availability of this opportunity?

Acquisition projects

An example is a proposed land acquisition for a shooting facility. If it can be demonstrated that the site will be lost to another use within three years, the threat immediacy would be rated "high."

Considerations include:

- ▶ How *clearly identified* and *imminent* is the threat?
- ▶ How *vulnerable* is the facility to this threat? That is, will the threat have a small/medium/large impact on the quality of the opportunity or its availability for public use?
- ▶ What alternatives are available to avoid the threat?

a.. *Insufficient* evidence presented

**or**

There is no threat. .... (0 points)

b. *Minimal threat*; the FARR Program opportunity is only *marginally susceptible* to this threat which may arrive within 36 months..... (1-2 points)

c. *Medium threat*; the FARR Program opportunity is *moderately susceptible* to this threat

**or**

Even though the threat is significant and due to arrive within 36 months, it is only under *serious consideration* and may not actually occur. .... (3 points)

d. *High threat*; the site is *very* vulnerable to this type of threat

**and**

- It has been shown that the threat *will* arrive within 36 months

**or**

- A threat has occurred, or is imminent, and *has led some entity to acquire rights* in the land at the request of the applicant agency/organization

**or**

- IAC has granted a written "*waiver of retroactivity*" that evaluation team members feel has merit based on a threat situation..... (4-5 points)

Evaluators award a maximum of 5 points which are later multiplied by 2.

ONLY answer question #3 if IAC has designated your project as "development." If in doubt, call your IAC project manager - 306/ 902-3000.

## TEAM SCORED

### 3. PROJECT DESIGN. Has this project been designed in a high quality manner?

Development projects

Does the design agree with generally accepted practices? For example:

- ▶ *Environment* - How are aesthetic and environmental issues addressed? If applicable, how are lead recovery, soil, and water conditions addressed?
- ▶ *General* - If this is a new facility project, is it designed for ease of maintenance and traffic flow, operation of several types of shooting experiences simultaneously, etc.? Is the site's size, location, and topography appropriate?
- ▶ *Small works* - The above considerations may not fully apply to projects composed of one or two small items, such as toilets, fencing, or lighting. In such cases, consider how the item(s) may contribute to the entire facility's general design features.

a. *Poor. Insufficient evidence* presented

or

The design is *inappropriate* for the intended use(s)..... (0 points)

b. *Moderate.* The design, or contribution to the over-all design, does a *fair* job of addressing intended uses. ....(1-2 points)

c. *Good.* The design, or contribution to the over-all design, is *adequate and reasonable* for intended uses. .... (3 points)

d. *Excellent.* The design, or contribution to the over-all design, is *outstanding*.....(4-5 points)

Evaluators award a maximum of 5 points, which are later multiplied by 2.

**TEAM SCORED**

The following question may only be addressed by applicants that **(a)** have had noise abatement and/or safety elements certified by IAC's Director, or designee, as qualifying for a higher funding level, and **(b)** are seeking to improve *existing* range sites. For additional information, see pages 3 (*Legal Requirements*) and 10 (*Noise Abatement & Safety*) in this manual.

4. **IMPACT ON SURROUNDING PROPERTY. How much will this project protect surrounding properties from noise impacts *and/or* projectile hazards originating from the range facility?** This question supports the 1996 amendments to RCW 79A.25.720 by encouraging the reduction of impacts to land that surrounds FARR facilities and improvements to older facilities.

Certified elements only, for existing acquisition/development sites; RCW 79A.25.720

**Noise Abatement.** Consider the degree to which the proposal will help reduce impacts on *surrounding properties* by lessening auditory disturbances. That is, does the project add:

- ▶ Land for buffer purposes
- ▶ Containment structures (walls, roofs, berms, baffles)
- ▶ Sound insulation.

**Safety.** Neither IAC nor its evaluation team will evaluate the degree to which a range is safe or not. Responses to this question are solely meant to suggest, for discussion purposes, the role of this specific project in contributing to improving safety on *surrounding properties*. That is, does the project add:

- ▶ Perimeter fencing *for safety purposes*
- ▶ Land for buffer purposes
- ▶ Projectile containment structures (walls, roofs, berms, baffles).

- a. *Poor. Insufficient evidence* presented

**or**

This proposal will have *no effect* on noise or safety issues. .... (0 points)

- b. *Fair.* This project improves an existing range by reducing noise impacts and/or improving safety conditions on surrounding land to a *small* degree.  
.....(1-2 points)

- c. *Good.* This project improves an existing range by reducing noise impacts and/or improving safety conditions *moderately*..... (3 points)

- d. *Excellent.* This project improves an existing range by reducing noise impacts and/or improving safety conditions *markedly*. ....(4-5 points)

Evaluators award a maximum of 5 points; there is no multiplier.

Revised March 1997



## TEAM SCORED

5. **EXPANSION/RENOVATION. Will the project effectively expand or renovate an existing facility?** Acquisition/Development; IAC's 1990 *Washington Outdoors: Assessment & Policy Plan*, p. 32.

This question recognizes that expansion/phased projects generally provide greater benefit-to-cost ratios than new projects. For example, projects that add to existing FARR Program facilities or opportunities frequently provide greater management flexibility and resource diversity.

- a. *Poor. Insufficient evidence* presented

**or**

The project *does not effectively* expand or renovate an existing facility..... (0 points)

- b. *Low.* The project is primarily concerned with expansion/renovation of utilities (water, electricity, etc.).....(1-2 points)

- c. *Medium.* The project is primarily concerned with expansion/renovation of support facilities (rest rooms, club houses, picnic shelters, parking areas)

**or**

The project is some combination of expansion/renovation of support facilities, utilities, and/or direct shooting facilities ..... (3 points)

- d. *High* The project primarily consists of expansion/renovation of facilities that directly involve shooting/archery activities (firing lines, target lines, pits, backstops, side berms, safety baffles, etc.) .....(4-5 points)

Evaluators award a maximum of 5 points; there is no multiplier.

**TEAM SCORED****6. HEALTH & SAFETY. (All projects) How much will this project improve the health and safety qualities of the range property.** Acquisition/Development; RCW 79A.25.720

Neither IAC nor its evaluation team will evaluate the degree to which a range is safe or not. Responses to this question are solely meant to suggest, for discussion purposes, the role of this specific project in improving the health and safety *of the facility*. That is, does the project add:

- ▶ Fencing *for buffer or safety purposes*?
- ▶ Projectile containment structures (walls, roofs, berms)?
- ▶ Sound limiting elements?
- ▶ Improved range firing line separations, the communication of cease-fire orders (especially to the visually and hearing impaired), or similar elements?
- ▶ Improved safety related health conditions, such as the provision of sanitary facilities or lead containment/abatement?

a. *Poor. Insufficient evidence* presented

**or**

This proposal will have *no effect* on health or safety issues..... (0 points)

b. *Fair.* This project will improve health and safety conditions.....(1-2 points)

c. *Good.* This project will improve health and safety conditions *moderately*..... (3 points)

d. *Excellent.* This project will *markedly* health and safety conditions.....(4-5 points)

Evaluators award a maximum of 5 points, which are later multiplied by 3.0.

Revised March 1997

## TEAM SCORED

### 7. BUDGET DEVELOPMENT. Is the budget appropriately developed with sufficient detail to ensure a successful, cost effective project? Acquisition/Development

Considerations include:

- ▶ Is there parity or disparity between the applicant's cost estimates and the perceived real value of the proposed improvements?
  - ▶ What is this applicant's past record with cost estimates (on-target, overruns, shortages, etc.)?
  - ▶ What portion of the budget elements appear inaccurate, unnecessarily expensive, or unwisely underestimated? Have all important elements been included? Are some omitted? Are unnecessary elements added?
- a. *Weak.* Overall detail is *insufficient* for a higher rating  
or  
The cost estimates for too *many* elements appear unrealistic or the elements themselves unnecessary..... (0 points)
- b. *Moderate.* Only *few* cost estimates appear unrealistic or the elements themselves unnecessary.....(1-2 points)
- c. *Good.* Each element and cost estimate appears *adequate and reasonable* for this proposal.(3 points)
- d. *Excellent.* Not only do virtually *all* elements appear on-target, but the budget is *clear and will contribute to efficient* implementation.....(4-5 points)

Evaluators award a maximum of 5 points; there is no multiplier.

Revised March 1997

**TEAM SCORED****8. MANDATED USES. To what extent will the applicant make the facility available for range purposes to license holders, hunter/firearm education, or law enforcement?**

Acquisition/Development; RCW 79A.25.720, paragraph 3.

By law, all project facilities must be available and convenient for use by: 1) Law enforcement personnel *or* 2) Citizens possessing Washington concealed pistol licenses *or* 3) Citizens possessing hunting licenses *or* 4) Citizens enrolled in hunter safety or firearm safety classes.

Considerations include:

- ▶ Number and types of personnel trained annually (enforcement, license holders, safety class participants), and training activities/opportunities offered
  - ▶ Number of activities served (archery, pistol, black powder, rifle, shotgun, trap, etc.)
  - ▶ Factors that limit/extend service (for example, the presence of all-weather facilities; the need to close one opportunity when another is opened; the number of special events that limit other uses)
  - ▶ How well the proposal addresses any recent program growth among "mandated" uses.
- a. *Limited or unsure.* The facility will be of *limited use to any* of the four groups (see above - enforcement, license holders, etc.) ..... (0 points)
- b. *Moderate.* Convenient, with frequent and regular hours set for *at least one or two* groups (see above - enforcement, license holders, etc.).....(1-2 points)
- c. *Good.* Convenient, with frequent and regular hours set for *at least three* groups (see above - enforcement, license holders, etc.)
- or**
- The facility serves just *one* of these groups, but does it *well* with *good* attendance. .... (3 points)
- d. *Excellent.* Convenient, with frequent and regular hours set for all *four* groups (see above - enforcement, license holders, etc.)
- or**
- The facility serves just *one or two* of these groups, but does it *extremely well* with *high* attendance. ....(4-5 points)

Evaluators award a maximum of 5 points, which are later multiplied by 2.

## TEAM SCORED

### 9. PUBLIC ACCESS. To what extent will the FARR facility be available for access by the general public? Acquisition/Development; IAC Policy

All FARR projects are required to provide for public use. “Public use” means that the general public (for example, persons not affiliated with the applicant’s club) has access to the shooting facility. Competitive events that require “certification” to participate do not meet IAC’s definition of “public use.”

In addition to public use, many clubs and facility managers allow the general public to purchase memberships. This is recognized as increasing the public’s access to shooting facilities.

Public access is measured by determining if *appropriate* and *convenient* access is provided to persons who wish to shoot at the range.

“Appropriate” combines these public access considerations:

- ▶ Is access at times when demand is greatest?
- ▶ Is access at times which are cost efficient for the organization?
- ▶ Are any access restrictions based solely on safety considerations?
- ▶ Are any membership requirements and costs reasonable?

"Convenient" combines these public access considerations:

- ▶ Are access hours regularly allocated each day/month/year?
- ▶ Are access hours at times when potential users can attend?
- ▶ Are access hours posted at the facility?
- ▶ Are access hours published in a widely available schedule?
- ▶ Is it easy for the public to obtain a membership?

- a. *Too Limited.* Public access is not appropriate or convenient ..... (0 points)
- b. *Marginal.* Public access is only somewhat appropriate and convenient... .....(1-2 points)
- c. *Good.* Public access is appropriate and convenient..... (3 points)
- d. *Excellent.* Public access is exceptionally appropriate and convenient.....(4-5 points)

Evaluators award a maximum of 5 points, which are later multiplied by 3.

Revised March 1997

**TEAM SCORED****10. NEED SATISFACTION. How well does this project satisfy the need identified in question #1 (page 17)?**Acquisition/Development; *Washington Outdoors: Assessment & Policy Plan*, pgs. 31, 57, 61

Proposals that do the most to satisfy any urgent service area needs will score well here. Those that do little to address such needs, *or* those where the previously identified needs are not high/urgent (question #1), will not score as well.

## Considerations:

- ▶ To what extent will this project effectively fulfill a verified and important need? That is, how strong is the link between the previously identified need and this proposal? Explain.
- ▶ Is this need met in a similar way elsewhere in the service area? Explain. Consider both formal and informal opportunities and whether or not the other opportunities are struggling, successful, crowded, etc.?
- ▶ What is the background and experience level of the personnel assigned to this project? Describe their past successes and “learning opportunities.”
- ▶ Is the project named by location or type as a priority in an adopted plan? Explain.
- ▶ If this is a land acquisition project, how suitable is the site’s size and location?
  - a. Project does a *poor* job of addressing service area needs. .... (0 points)
  - b. Project does a *marginal* job of addressing service area needs. .... (1-2 points)
  - c. Project does a *good* job of addressing service area needs. .... (3 points)
  - d. Project does an *excellent* job of addressing service area needs..... (4-5 points)

Evaluators award a maximum of 5 points which are later multiplied by 2.

December 2002.

## SCORED BY IAC STAFF

### 11. APPLICANT MATCH. What is the value of applicant contributions to this project?

Acquisition/Development; *Washington Outdoors* Action C.

This question rewards applicants that provide more than 50 percent of the total project cost. Only elements considered reimbursable may be used in calculating the following percentages. Consider cash, goods, services, etc.

- a. 50 percent of the project's value will be contributed from non-IAC sources ..... (0 points)
- b. 51 to 55 percent of the project's value will be contributed from non-IAC sources. .... (1 point)
- c. 56 to 60 percent of the project's value will be contributed from non-IAC sources. .... (2 points)
- d. 61 to 65 percent of the project's value will be contributed from non-IAC sources. .... (3 points)
- e. 66 to 70 percent of the project's value will be contributed from non-IAC sources. .... (4 points)
- f. Over 70 percent of the project's value will be contributed from non-IAC sources. .... (5 points)

IAC project staff will award from 0 to 5 points; there is no multiplier.

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**SCORED BY IAC STAFF****12. GMA PREFERENCE. Has the applicant made progress toward meeting the requirements of the Growth Management Act (GMA)?**

RCW 43.17.250 (GMA-preference required.)

State law requires that:

- (1) Whenever a state agency is considering awarding grants to finance public facilities, it shall consider whether the applicant<sup>†</sup> has adopted a comprehensive plan and development regulations as required by RCW 36.70A.040 (“state law”).
- (2) When reviewing such requests, the state agency shall accord additional preference to applicants<sup>†</sup> that have adopted the comprehensive plan and development regulations. An applicant<sup>†</sup> is deemed to have satisfied the requirements for adopting a comprehensive plan and development regulations if it:
  - Adopts or has adopted within the time periods specified in state law;
  - Adopts or has adopted by the time it requests a grant or loan; or
  - Demonstrates substantial progress toward adopting within the time periods specified in state law. An agency that is more than six months out of compliance with the time periods has not demonstrated substantial progress.
- (3) A request from an applicant<sup>†</sup> planning under state law shall be accorded no additional preference based on subsection (2) over a request from an applicant<sup>†</sup> not planning under this state law.

This question is pre-scored by IAC staff based on information obtained from the state Department of Community, Trade, and Economic Development, GMA Division. To qualify for the current grant cycle, the GMA comprehensive plan and development regulations must be completed by IAC’s Technical Completion Deadline.

- a. The applicant does *not* meet the requirements of RCW 43.17.250..... (minus 1 point)
- b. The applicant *meets* the requirements of RCW 43.17.250..... (0 points)
- c. The applicant is a nonprofit organization, state or federal agency ..... (0 points)

IAC staff subtracts a maximum of 1 point; there is no multiplier.

Revised 7/23/99

<sup>†</sup> County, city, town, and special district applicants only. This segment of the question does not apply to nonprofit organizations or state and federal agency applicants.



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